



Onboarding Manager

New System Features and Enhancements

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NEW ELECTRONIC OPF TRANSMISSION WEB SERVICE

Transmit Forms – Electronic Transmissions

This Onboarding Manager release updates the process that sends forms and documents to the eOPF system. The new service features better tracking of forms and documents throughout the eOPF transmission process. Forms and documents that have been marked for transmission prior to this release will be automatically migrated to the new transmission service.

Transmission statuses

The transmission statuses that display on the eOPF Transmission Status tab have been updated to the following:

- **Queued.** The form/document was added to the eOPF transmission queue and is waiting for the organization's eOPF delay time to expire. **Note:** The delay time is the number of days after the Actual EOD date that the system should hold the form/document in the transmission queue before transmitting.
- **Transmitted.** The organization's eOPF delay time has lapsed and the form/document has been batched and transmitted to eOPF.
- **Error.** The transmission process received an error receipt from eOPF. When a form or document is in error status, the system will not attempt to re-transmit the form/document until the user resolves the error and re-transmits.
- **Confirmed.** The transmission process received a confirmation receipt from the eOPF system and the form or document has been added to the employee's eOPF.

The eOPF Transmission Status tab will also allow the user to re-transmit forms and documents that did not successfully transmit due to errors. After the user corrects the issue that caused the error, the user can click **Re-Transmit Selected Document(s)** from the eOPF Transmission Status tab to re-mark the form or document for transmission.

Manual Transmissions

Once a user enters and saves the system of record and date information for a manual forms, those fields are locked. Manual forms are not transmitted to the eOPF and are not listed on the eOPF Transmission status tab.

Deactivating and purging restrictions

The system will not allow selectee records to be deactivated or purged until all forms/documents in the transmission queue have been successfully transmitted. All forms and documents must be in **Confirmed** status before the system will allow the user to deactivate or purge a record.

The Active Selectee List page now includes a gear icon next to selectee names that indicate when the user is prevented from deactivating or purging records due to their **'Files Pending eOPF Transmission'** status.

Note: *PCS orders apply to the Department of Air Force only*

The Inactive Selectee List page includes a warning icon next to selectee names that indicate when the user is prevented from purging records due to their **'Active PCS Orders'** status.

HR USER INTERFACE ENHANCEMENTS

Selectee List page

The **More than 90 days** option in the filter drop-down list on the Selectee List page has been removed and replaced with the following filters: **More than 90 days - Active** and **More than 90 days – Inactive**.

- **The More than 90 days – Active** option displays all records that are in Active status and the Actual EOD date is more than 90 days before today's date.
- **The More than 90 days – Inactive** option displays all records that are in Inactive status and the Actual EOD date is more than 90 days before today's date.

Reports

The **Selectee Data Report** has been enhanced to yield better results when using large data sets in the report criteria (i.e. numerous offices selected and long date ranges). For optimum performance when requesting extremely large data sets, users should run the report in separate segments of data to avoid errors when generating the report.

The **eOPF Transmission Report** will now display error code information for both forms and documents. If errors occurred during transmission, the report will populate the [Error Code](#) column with the appropriate code and the **Confirmation Date** column will remain blank.

System Corrections

HR USER INTERFACE

Selectee List page

The dates displayed on the Selectee List page in the **Invited** and **EOD** columns have been updated to match the same dates as on the Tracking > Key Dates page regardless of the user's time zone.

Improvements have been made to the search feature on the Selectee List page.

- After a user enters data into the **Search** box and the search criteria displays, the pagination buttons at the bottom of the page will properly move through the list of selectee names according to the search data.
- When clearing the search data, the system will return the user to the original **Active**, **Inactive**, **More than 90 days - Active**, or **More than 90 days - Inactive** list that the user was viewing.
- When a user is viewing the details of a record and clicks **Selectee List** to return to the main page, the system will retain the status filter (**Active**, **Inactive**, **More than 90 days - Active**, or **More than 90 days - Inactive**), the search criteria in the Search box, and will return the user to the page of the results that the user last viewed before navigating away from the Selectee List page.

Documents

When viewing a document after setting the document type for an uploaded document or USA Staffing document, the system has been updated to display the selected document type from the drop-down list.